

## REAL ESTATE SERVICES

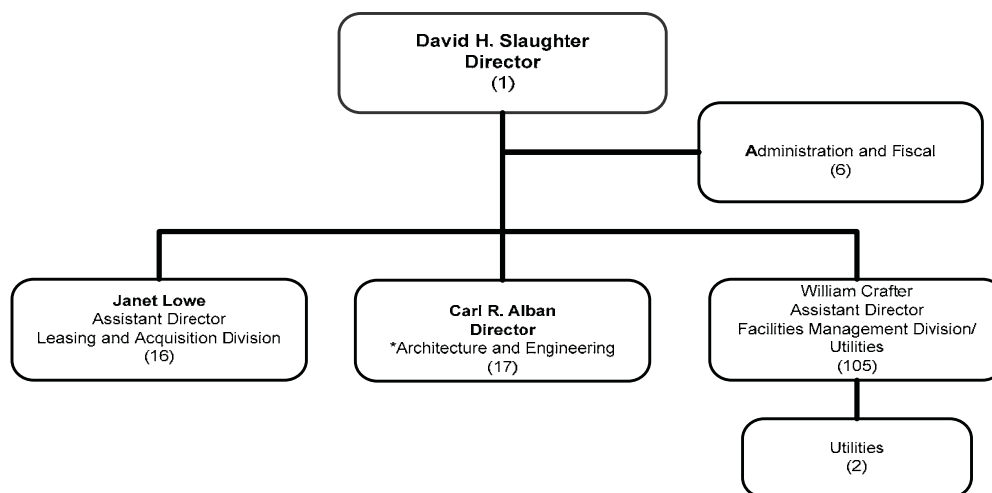
### David H. Slaughter

#### MISSION STATEMENT

*The Real Estate Services Department is committed to providing a broad spectrum of timely, professional and quality real estate related services including leasing, appraisal, acquisitions, surplus property sales, inventory of owned and leased buildings and land, maintenance, grounds and custodial services, and design and construction of projects included in the annual Capital Improvement Program.*



#### ORGANIZATIONAL CHART



\*The budget of the Architecture and Engineering Department is set forth elsewhere in the County budget.

#### 2010-11 AND 2011-12 ACCOMPLISHMENTS

- The Leasing and Acquisition Division (LAD) acquired five permanent road easements and 15 temporary construction easements from 17 property owners for Phase I of the Slover Avenue Widening Project in the Bloomington Area.
- LAD secured a lease for 25,515 square feet of office space for Human Services – Transitional Assistance Department (TAD) to implement call center technology to create a new method for efficient client caseload management and processing.
- LAD obtained right-of-way for underground storm drain systems in easement from 11 property owners, and in fee from one property, along with 11 temporary construction easements and 14 permits to enter and construct from a total of 20 owners for the Mountain View Acres Storm Drain project in the Victorville area.
- LAD secured a lease for 14,260 square feet of office space for the Inland Counties Emergency Medical Agency (ICEMA) in order to facilitate the department's need for expansion to include testing, licensing, and certification of personnel involved in emergency medical services for the public.
- The Facilities Management Division (FMD) implemented the Direct Billing Program to quarterly bill County departments for basic maintenance, custodial, and grounds services.
- FMD completed 22,412 work requests in 2010-11 and estimates 18,000 work requests will be completed for maintenance, custodial, and grounds services in 2011-12.
- FMD contracted out Grounds Services for a \$500,000 annual savings to the County.
- FMD expanded the Preventative Maintenance Program to improve building and equipment asset life, and reduce costly repairs.



**2012-13 GOALS, OBJECTIVES, AND PERFORMANCE MEASURES****GOAL 1: IMPROVE THE QUALITY AND PROFESSIONALISM OF SERVICES PROVIDED TO DEPARTMENTS**

*Objective: Effective use of project management tools.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage of projects scheduled that contain milestones, timelines, and critical completion dates used for leases for more than 10,000 square feet of space and acquisitions that include five or more parcels.	65%	75%	80%	85%	90%

**GOAL 2: IMPROVE CUSTOMER SERVICE WITH DEPARTMENTS THAT LEASE NON-COUNTY OWNED SPACE AND/OR LEASE COUNTY OWNED SPACE TO OTHERS.**

*Objective: Increase the number of lease adjustments, such as annual rental increases, completed in a timely and accurate manner and in accordance with the contract terms.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage of lease adjustments made timely and accurately in accordance with contract terms.	90%	97%	98%	98%	99%

**GOAL 3: REDUCE UTILITY CONSUMPTION/IMPLEMENT SUSTAINABILITY PROJECTS**

*Objective A: Implement water conservation projects*

*Objective B: Leverage partnership with Southern California Edison to reduce electricity consumption.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Number of sites where annual electricity consumption has been reduced. For 2012-13, 5 sites are estimated to be completed.	7	15	5	5	5



**SUMMARY OF BUDGET UNITS**

	2012-13				
	Appropriation	Revenue	Net County Cost	Fund Balance	Revenue Over/ (Under) Exp    Staffing
<b><u>General Fund</u></b>					
Real Estate Services Department	1,225,745	1,225,745	0		23
Rents and Leases	1,482,408	1,482,408	0		0
Courts Property Management	2,221,510	2,221,510	0		0
Architecture and Engineering	0	0	0		17
Facilities Management Division	12,709,438	12,709,438	0		105
Utilities	19,618,237	385,292	19,232,945		2
<b>Total General Fund</b>	<b>37,257,338</b>	<b>18,024,393</b>	<b>19,232,945</b>		<b>147</b>
<b><u>Special Revenue Fund</u></b>					
Chino Agricultural Preserve	9,324,601	674,156		8,650,445	0
<b>Total Special Revenue Fund</b>	<b>9,324,601</b>	<b>674,156</b>		<b>8,650,445</b>	<b>0</b>
<b>Total - All Funds</b>	<b>46,581,939</b>	<b>18,698,549</b>	<b>19,232,945</b>	<b>8,650,445</b>	<b>147</b>



**5-YEAR APPROPRIATION TREND**

	2008-09	2009-10	2010-11	2011-12	2012-13
Real Estate Services Department	2,544,054	1,815,957	1,355,175	1,243,884	1,225,745
Rents and Leases	419,311	393,112	474,198	1,857,058	1,482,408
Courts Property Management	382,430	2,063,555	2,151,623	2,336,364	2,221,510
Chino Agricultural Preserve	8,431,786	9,031,705	9,639,822	10,037,703	9,324,601
Architecture and Engineering	585,320	62,972	(65,000)	0	0
Facilities Management Division	14,479,851	11,209,835	14,679,893	12,261,739	12,709,438
Utilities	17,879,196	15,806,215	18,915,207	19,786,736	19,618,237
<b>Total</b>	<b>44,721,948</b>	<b>40,383,351</b>	<b>47,150,918</b>	<b>47,523,484</b>	<b>46,581,939</b>

**5-YEAR REVENUE TREND**

	2008-09	2009-10	2010-11	2011-12	2012-13
Real Estate Services Department	1,538,500	1,324,370	1,505,595	1,243,884	1,225,745
Rents and Leases	419,311	434,247	480,854	1,857,058	1,482,408
Courts Property Management	337,430	2,029,779	2,167,395	2,336,364	2,221,510
Chino Agricultural Preserve	1,333,411	884,929	767,596	675,431	674,156
Architecture and Engineering	0	0	0	0	0
Facilities Management Division	5,174,237	3,399,736	14,641,479	12,261,739	12,709,438
Utilities	371,082	223,844	2,849,818	1,957,093	385,292
<b>Total</b>	<b>9,173,971</b>	<b>8,296,905</b>	<b>22,412,737</b>	<b>20,331,569</b>	<b>18,698,549</b>

**5-YEAR NET COUNTY COST TREND**

	2008-09	2009-10	2010-11	2011-12	2012-13
Real Estate Services Department	1,005,554	491,587	(150,420)	0	0
Rents and Leases	0	(41,135)	(6,656)	0	0
Courts Property Management	45,000	33,776	(15,772)	0	0
Architecture and Engineering	585,320	62,972	(65,000)	0	0
Facilities Management Division	9,305,614	7,810,099	38,414	0	0
Utilities	17,508,114	15,582,371	16,065,389	17,829,643	19,232,945
<b>Total</b>	<b>28,449,602</b>	<b>23,939,670</b>	<b>15,865,955</b>	<b>17,829,643</b>	<b>19,232,945</b>

**5-YEAR FUND BALANCE TREND**

	2008-09	2009-10	2010-11	2011-12	2012-13
Chino Agricultural Preserve	7,098,375	8,146,776	8,872,226	9,362,272	8,650,445
<b>Total</b>	<b>7,098,375</b>	<b>8,146,776</b>	<b>8,872,226</b>	<b>9,362,272</b>	<b>8,650,445</b>



## Real Estate Services

### DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department (RES D) consists of the Leasing and Acquisition Division, Administration and Fiscal section, Facilities Management Division, and the Architecture and Engineering Department (shown elsewhere in the County budget).

The Leasing and Acquisition Division negotiates and administers revenue and expenditure leases on behalf of County departments. Revenue leases allow for the use of County-owned facilities, generally at County parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Expenditure leases provide space in leased facilities throughout the County for departments and their employees to support the delivery of services in locations convenient to the residents served. In addition, the division is responsible for the property management of court facilities within the County and the County-owned land and dairy facilities in the Chino Agricultural Preserve.

The division also provides appraisal, acquisition, and relocation assistance for County departments and, upon request, to other agencies including San Bernardino Associated Governments (SanBAG), the State of California, and various cities. Staff establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. This division also acquires land and facilities for various functions and disposes of property determined to be surplus to the County's needs.

The activities of the Leasing and Acquisition Division are conducted in accordance with, and in support of, the County goals to operate in a fiscally responsible and business like manner, to maintain public safety, to provide for the health and social service needs of County residents, and to pursue County goals and objectives by working with governmental agencies.

The Administration and Fiscal section is responsible for maintaining an inventory of all County land and buildings, including leased facilities, and provides all support functions including budgeting, personnel administration and automation services.

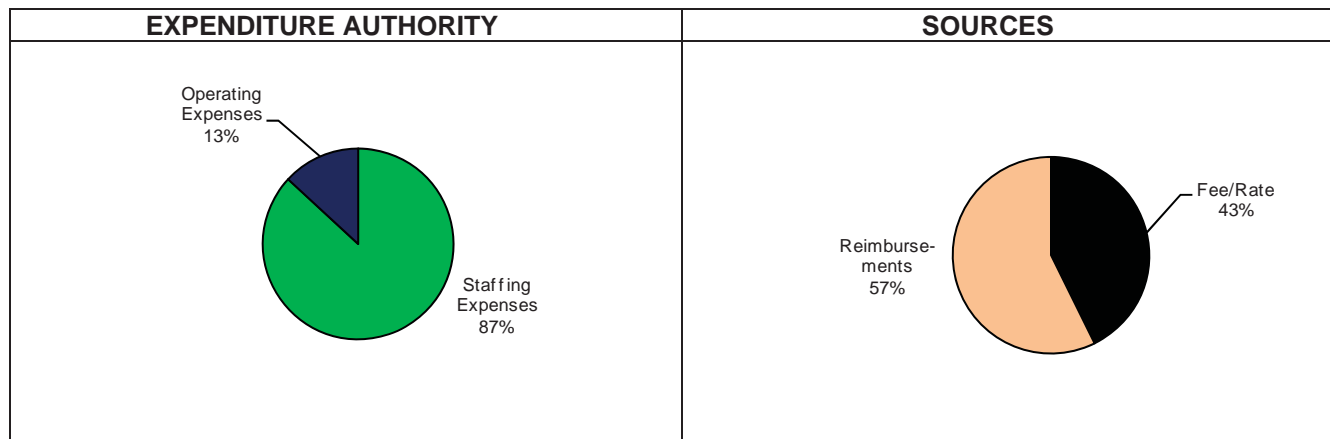
The Facilities Management Division serves the public by providing quality custodial, grounds and maintenance services that enable County departments and staff to effectively meet the expectations of their customers.

#### Budget at a Glance

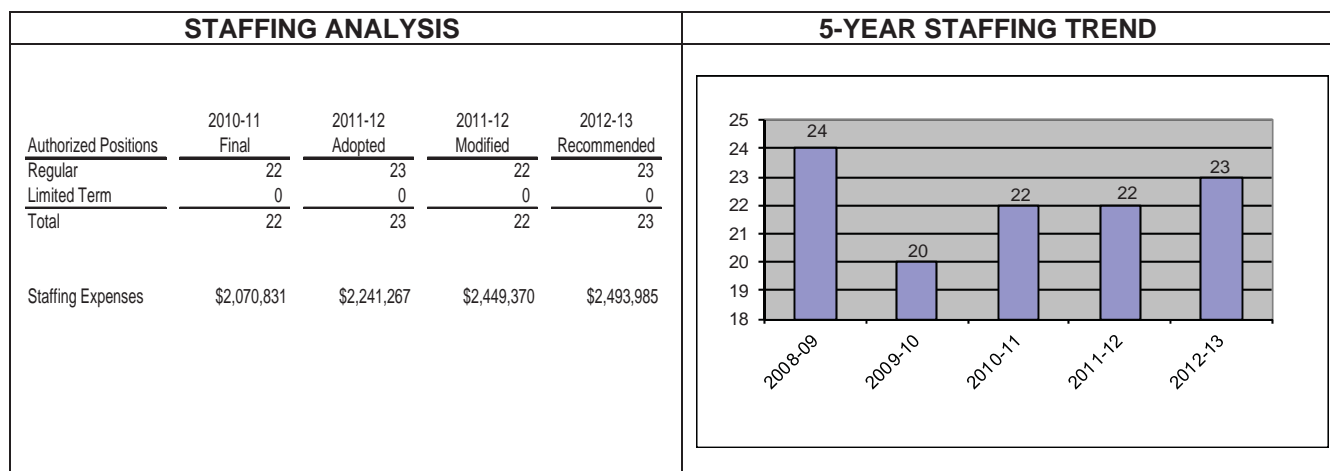
Total Expenditure Authority	\$2,870,891
Total Sources	\$2,870,891
Net County Cost	\$0
Total Staff	23
Funded by Net County Cost	0%



## 2012-13 RECOMMENDED BUDGET



## BUDGETED STAFFING



## ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Operations and Community Services  
DEPARTMENT: Real Estate Services  
FUND: General

BUDGET UNIT: AAA RPR  
FUNCTION: General  
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	1,999,949	1,756,672	2,070,831	2,423,403	2,449,370	2,493,985	44,615
Operating Expenses	221,359	249,894	229,159	419,227	419,227	376,906	(42,321)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,221,308	2,006,566	2,299,990	2,842,630	2,868,597	2,870,891	2,294
Reimbursements	(6,749)	(190,612)	(959,396)	(1,627,246)	(1,624,713)	(1,645,146)	(20,433)
Total Appropriation	2,214,559	1,815,954	1,340,594	1,215,384	1,243,884	1,225,745	(18,139)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,214,559	1,815,954	1,340,594	1,215,384	1,243,884	1,225,745	(18,139)
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	1,193,489	1,246,205	1,478,374	1,215,573	1,243,884	1,225,745	(18,139)
Other Revenue	29,095	28,164	26,655	50	0	0	0
Total Revenue	1,222,584	1,274,369	1,505,029	1,215,623	1,243,884	1,225,745	(18,139)
Operating Transfers In	0	50,000	0	0	0	0	0
Total Financing Sources	1,222,584	1,324,369	1,505,029	1,215,623	1,243,884	1,225,745	(18,139)
Net County Cost	991,975	491,585	(164,435)	(239)	0	0	0
Budgeted Staffing					22	23	1

### BUDGET CHANGES AND OPERATIONAL IMPACT

There were no major changes for RESD for 2012-13. Staffing increased by 1 to correct a dual-fill position and has no budgetary impact. Appropriation and departmental revenue have a net decrease of \$18,139.

### MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

Staffing expenses of \$2,493,985 fund 23 budgeted positions and make up a majority of RESD's expenditures within this budget unit for 2012-13. Operating expenses of \$376,906 decreased \$42,321. Operating expenses include \$101,802 to upgrade the Computer Aided Facilities Management (CAFM) system, which tracks both County owned and leased buildings, and to create a project tracking system to track billing expenses.

### STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing is recommended to increase 1 from 22 to 23 to add a position for a Staff Analyst II that has been dual-filling a Staff Analyst II position in 2011-12.

### 2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration and Fiscal	7	0	7	6	0	1	7
Leasing and Acquisition	16	0	16	16	0	0	16
Total	23	0	23	22	0	1	23

Administration and Fiscal	Leasing and Acquisition Division
<u>Classification</u>	<u>Classification</u>
1 Director	1 Assistant Director
1 Administrative Supervisor II	2 Real Estate Services Manager
1 Asset Management Analyst	2 Real Property Agents III
2 Staff Analyst II	9 Real Property Agents II
1 Fiscal Specialist	2 Secretary II
1 Payroll Specialist	16 Total
7 Total	



## Rents and Leases

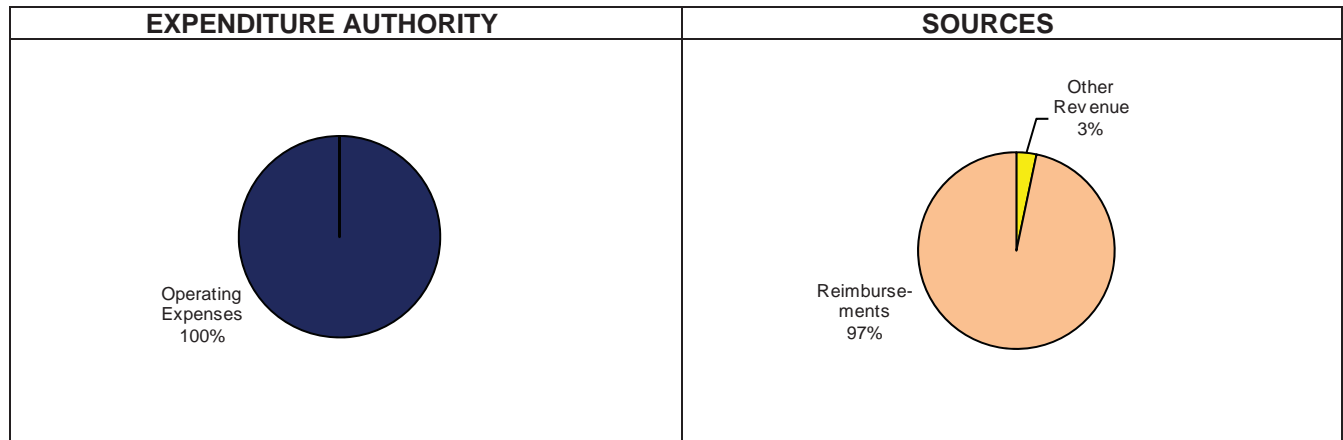
### DESCRIPTION OF MAJOR SERVICES

This budget unit is used to fund the rental of leased space utilized by county departments except long-term facility agreements for joint use power authorities. Lease payments are reimbursed from various user departments.

#### Budget at a Glance

Total Expenditure Authority	\$45,092,387
Total Sources	\$45,092,387
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%

### 2012-13 RECOMMENDED BUDGET





## ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Operations and Community Services  
DEPARTMENT: Real Estate Services - Rents and Leases  
FUND: General

BUDGET UNIT: AAA RNT  
FUNCTION: General  
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	38,995,668	38,297,971	40,089,418	41,701,346	42,175,620	44,464,565	2,288,945
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	38,995,668	38,297,971	40,089,418	41,701,346	42,175,620	44,464,565	2,288,945
Reimbursements	(38,642,594)	(37,904,860)	(39,618,474)	(41,166,762)	(41,658,521)	(43,609,979)	(1,951,458)
Total Appropriation	353,074	393,111	470,944	534,584	517,099	854,586	337,487
Operating Transfers Out	0	0	3,250	1,339,959	1,339,959	627,822	(712,137)
Total Requirements	353,074	393,111	474,194	1,874,543	1,857,058	1,482,408	(374,650)
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	435,477	434,247	480,864	1,863,230	1,809,981	1,482,408	(327,573)
Total Revenue	435,477	434,247	480,864	1,863,230	1,809,981	1,482,408	(327,573)
Operating Transfers In	0	0	0	47,077	47,077	0	(47,077)
Total Financing Sources	435,477	434,247	480,864	1,910,307	1,857,058	1,482,408	(374,650)
Net County Cost	(82,403)	(41,136)	(6,670)	(35,764)	0	0	0
Budgeted Staffing					0	0	0

## BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for this budget unit include an increase in operating expenses of \$2,288,945 primarily due to an increase in rental payments paid to landlords for additional rental sites and increases in transfers to Facilities Management for operations and maintenance costs of county owned space that is vacant or leased. Reimbursements from county departments for lease costs and administrative fees paid to Real Estate Services Department for lease management increased \$1,951,458. The decrease in operating transfers out of \$712,137 is primarily due to a reduction in net revenue from leases of county-owned space to be returned to the general fund.

## MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

The major expenditures for this budget unit are primarily rent and lease payments of \$42,293,496 paid to landlords. This budget unit also transfers \$758,079 to Facilities Management for operating expenses in space not occupied by county departments and therefore not billable, \$1,251,890 to Real Estate Services Department for lease management, and \$161,100 to the Sheriff/Coroner/Public Administrator for security costs for the 303 Building. Reimbursements of \$43,609,979 are from county departments for their lease and administrative fees. Departmental revenue of \$1,482,408 are primarily from the lease of space in the 303 Building to the Courts, of which net revenue of \$627,822 is being transferred to the general fund.

## STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



## Courts Property Management

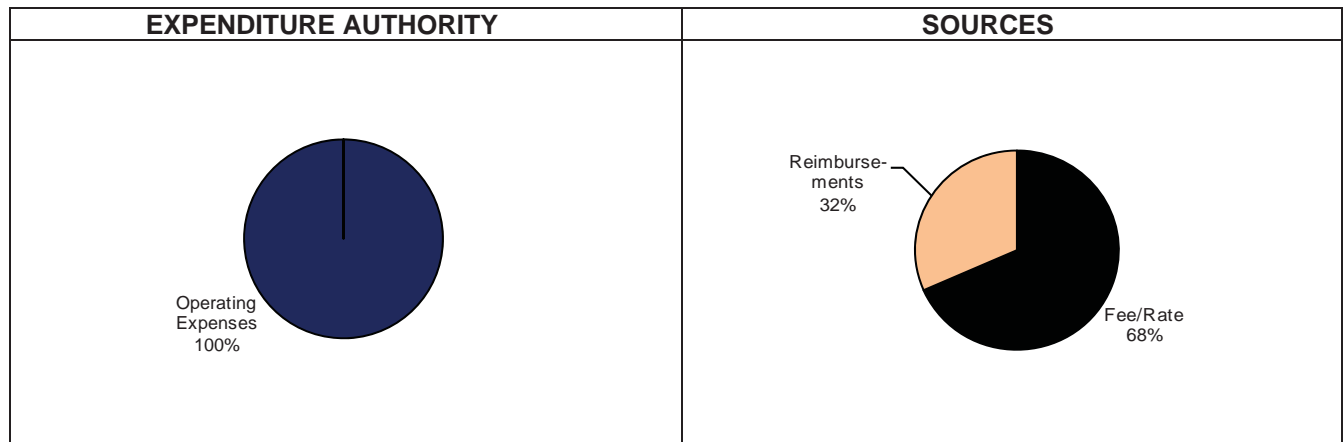
### DESCRIPTION OF MAJOR SERVICES

The Trial Court Facilities Act of 2002, SB 1732, required the transfer of responsibility for funding and operation of trial court facilities from all counties to the State of California on behalf of the Judicial Council of California, Administrative Office of the Courts (AOC). In addition, as each transfer occurred, the County and AOC entered into an agreement that defined whether the County or the AOC manages the operations and maintenance of the building. This budget unit is used to manage and account for reimbursements from the AOC for maintenance, utilities, insurance, overhead expenditures, and work order requests for space occupied by the local court in County managed facilities. This budget unit is also used to manage and account for payments to the AOC for costs associated with the space occupied by the County in AOC-managed facilities.

#### Budget at a Glance

Total Expenditure Authority	\$3,247,430
Total Sources	\$3,247,430
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%

### 2012-13 RECOMMENDED BUDGET



## ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Operations and Community Services  
DEPARTMENT: Real Estate Services - Courts Property Management  
FUND: General

BUDGET UNIT: AAA CRT  
FUNCTION: Public Protection  
ACTIVITY: Judicial

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	1,674,832	3,307,098	2,894,813	3,247,430	3,327,872	3,247,430	(80,442)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	1,674,832	3,307,098	2,894,813	3,247,430	3,327,872	3,247,430	(80,442)
Reimbursements	(766,019)	(1,243,545)	(743,199)	(1,025,920)	(991,508)	(1,025,920)	(34,412)
Total Appropriation	908,813	2,063,553	2,151,614	2,221,510	2,336,364	2,221,510	(114,854)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	908,813	2,063,553	2,151,614	2,221,510	2,336,364	2,221,510	(114,854)
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	1,077,550	2,029,779	2,167,395	2,221,510	2,336,364	2,221,510	(114,854)
Other Revenue	0	0	0	0	0	0	0
Total Revenue	1,077,550	2,029,779	2,167,395	2,221,510	2,336,364	2,221,510	(114,854)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,077,550	2,029,779	2,167,395	2,221,510	2,336,364	2,221,510	(114,854)
Net County Cost	(168,737)	33,774	(15,781)	0	0	0	0
Budgeted Staffing					0	0	0

## BUDGET CHANGES AND OPERATIONAL IMPACT

Operating expenses are projected to decrease by \$80,442 due to estimated expenses and billings to the AOC for County-managed court buildings being less than projected. Reimbursements of \$1,025,920 reflect an increase of \$34,412 due to increased costs related to the County's portion of expenses in AOC-managed court facilities for maintenance and utility costs. An audit of invoicing to the AOC is underway and may result in changes in this budget.

## MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

This budget unit acts as a clearinghouse between County departments and the AOC for management of court facilities. Operating expenses of \$3,247,430 include payments of \$1,025,921 to the AOC for operations, maintenance and utility costs for AOC-managed court facilities, \$337,205 to Risk Management for the AOC's share of property insurance, and transfers of \$1,884,304 to Facilities Management Division (FMD), the Utilities budget and Real Estate Services Department to reimburse for the AOC's share of operations, maintenance, utility and administrative costs in County-managed court facilities. Reimbursements of \$1,025,920 from FMD and the Utilities budget are for AOC-managed court facilities and departmental revenue of \$2,221,510 are from the AOC for its share of operations, maintenance, utility, administrative and insurance costs for County-managed court facilities.

## STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



## Chino Agricultural Preserve

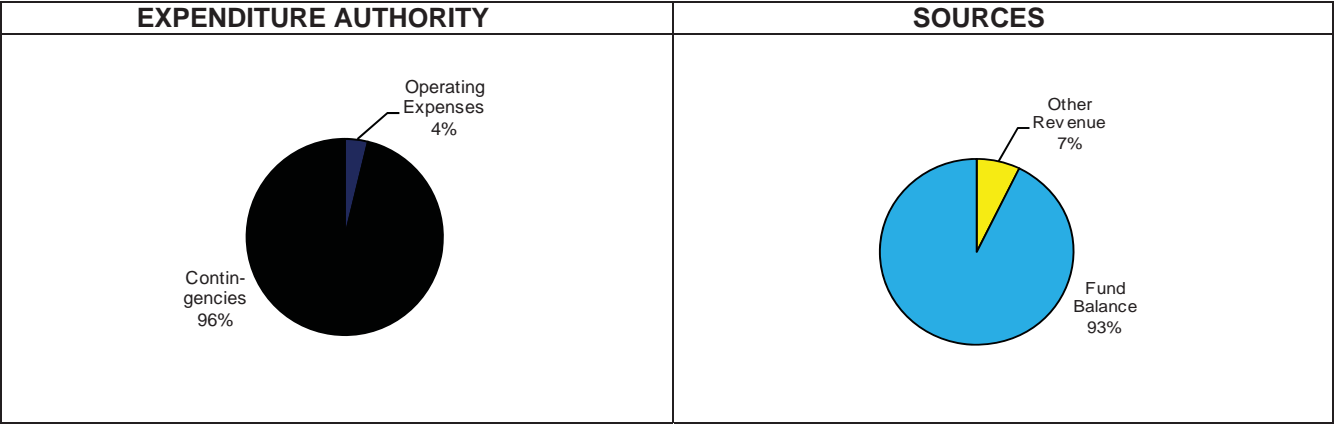
### DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act (Proposition 70). The department is responsible for negotiating and managing leases for the properties acquired, and developing recommendations for the ultimate use/disposition of these properties. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve and maintain the properties in their present condition and improve operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully funded through revenues received from the lease of acquired properties.

#### Budget at a Glance

Total Expenditure Authority	\$9,324,601
Total Sources	\$674,156
Fund Balance	\$8,650,445
Total Staff	0

### 2012-13 RECOMMENDED BUDGET



## ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Operations and Community Services  
DEPARTMENT: Real Estate Services  
FUND: Chino Agricultural Preserve

BUDGET UNIT: SIF INQ  
FUNCTION: Public Ways and Facilities  
ACTIVITY: Public Ways

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	134,350	160,175	296,529	345,717	424,389	354,464	(69,925)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	8,577,408	8,970,137	392,729
Total Exp Authority	134,350	160,175	296,529	345,717	9,001,797	9,324,601	322,804
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	134,350	160,175	296,529	345,717	9,001,797	9,324,601	322,804
Operating Transfers Out	0	0	0	1,035,906	1,035,906	0	(1,035,906)
Total Requirements	134,350	160,175	296,529	1,381,623	10,037,703	9,324,601	(713,102)
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	1,182,635	884,928	786,574	669,796	675,431	674,156	(1,275)
Total Revenue	1,182,635	884,928	786,574	669,796	675,431	674,156	(1,275)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	1,182,635	884,928	786,574	669,796	675,431	674,156	(1,275)
Fund Balance					9,362,272	8,650,445	(711,827)
Budgeted Staffing					0	0	0

### BUDGET CHANGES AND OPERATIONAL IMPACT

A major change for this budget unit from 2011-12 modified budget was the transfer of operating expenses and revenue to the Rents budget and fund balance to the general fund for the County-owned Wiersma Dairy. The reduction of \$69,925 in operating expense is also due to the fact that many of the dairies had major repairs completed in the last few years, including the replacement of several of the roofs, and it is anticipated that less repair costs will be incurred during 2012-13.

### MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

Operating expenses of \$354,464 maintain the dairies, such as utility costs associated with vacant properties, property management charges, County Counsel fees, and maintenance charges for the properties.

Departmental revenue of \$674,156 includes revenue anticipated from the leasing of dairy properties and interest revenue. There has been a steady reduction in revenues over the past several years due to a decline in the milking industry and interest in dairy properties. Additionally, the interest income received has declined in the past few years.

### STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



## Facilities Management Division

### DESCRIPTION OF MAJOR SERVICES

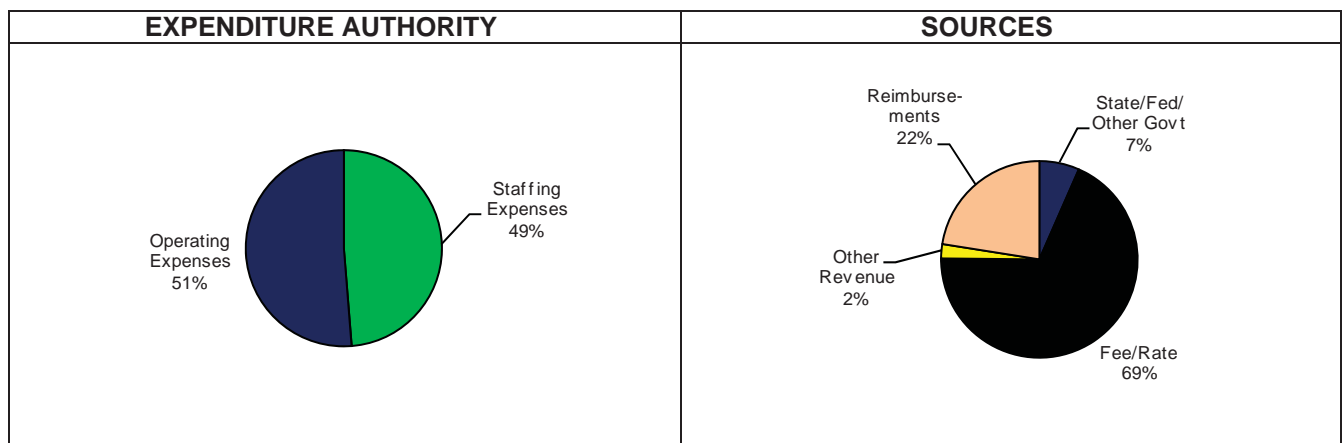
The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including a 24 hours per day – 7 days per week emergency building maintenance. Services also comprise repairing building structures, equipment, and fixtures.

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

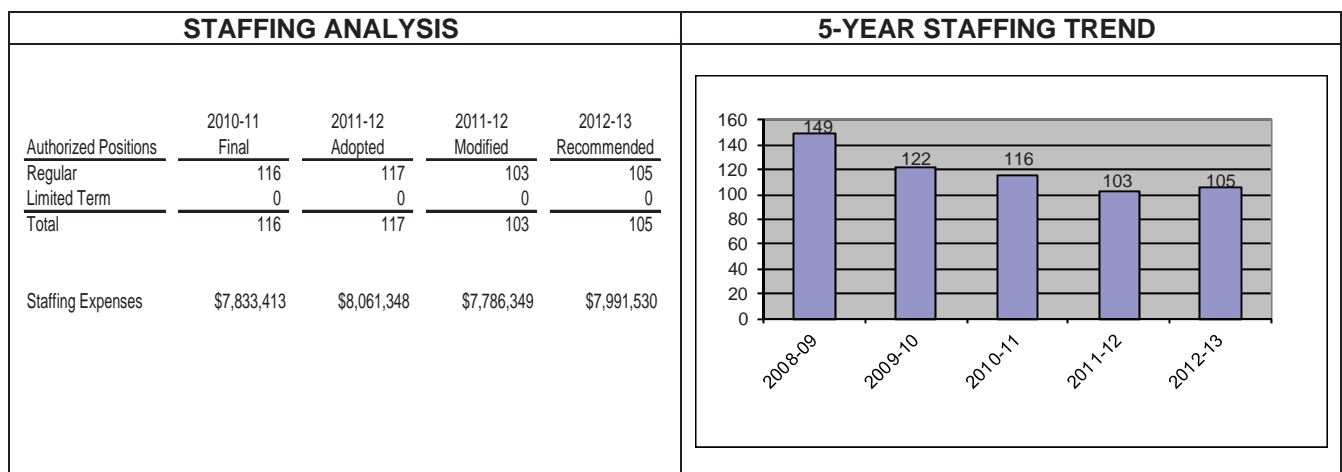
#### Budget at a Glance

Total Expenditure Authority	\$16,399,706
Total Sources	\$16,399,706
Net County Cost	\$0
Total Staff	105
Funded by Net County Cost	0%

### 2012-13 RECOMMENDED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Operations and Community Services  
DEPARTMENT: Real Estate Services - Facilities Management  
FUND: General

BUDGET UNIT: AAA FMD  
FUNCTION: General  
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	9,371,862	7,924,141	7,833,413	7,485,066	7,786,349	7,991,530	205,181
Operating Expenses	8,443,598	6,852,257	9,993,926	7,352,821	7,617,239	8,408,176	790,937
Capital Expenditures	0	35,618	20,562	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,815,460	14,812,016	17,847,901	14,837,887	15,403,588	16,399,706	996,118
Reimbursements	(4,291,521)	(3,621,389)	(3,170,178)	(2,779,768)	(3,141,849)	(3,690,268)	(548,419)
Total Appropriation	13,523,939	11,190,627	14,677,723	12,058,119	12,261,739	12,709,438	447,699
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	13,523,939	11,190,627	14,677,723	12,058,119	12,261,739	12,709,438	447,699
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	10,174	0	22,564	0	0	1,079,483	1,079,483
Fee/Rate	4,599,851	3,369,583	14,599,529	12,123,739	12,261,739	11,243,489	(1,018,250)
Other Revenue	2,987	20	6,517	81,678	0	386,466	386,466
Total Revenue	4,613,012	3,369,603	14,628,610	12,205,417	12,261,739	12,709,438	447,699
Operating Transfers In	134,927	0	10,471	64,195	0	0	0
Total Financing Sources	4,747,939	3,369,603	14,639,081	12,269,612	12,261,739	12,709,438	447,699
Net County Cost	8,776,000	7,821,024	38,642	(211,493)	0	0	0
Budgeted Staffing					103	105	2

## BUDGET CHANGES AND OPERATIONAL IMPACT

For 2012-13, FMD contracted out Grounds services for an annual savings of nearly \$500,000. This savings was offset by increases in cost for Maintenance and Custodial services. The change in requirements and sources for FMD increased by \$447,699. Staffing expenses increased a net of \$205,181 due to increased retirement and benefits costs, the addition of 1 Custodian I and 1 General Maintenance Mechanic position and fully funding an Office Assistant II position. Operating expenses of \$8,408,176 increased \$790,937 due to increased materials, system development and vehicle charges. Departments will realize a reduction in costs for Grounds services, increased costs for Maintenance services, primarily the result of contracting out additional services for boilers and heating, ventilation and air conditioning (HVAC) controls, and may have seen a change in Custodial charges for 2012-13 due to "blending" in-house and contract costs. Custodial service costs were previously based on contract cost plus 20% or on in-house cost per square foot, depending on whether the service was provided by contract or in-house staff. Custodial service costs for 2012-13 are recommended to be the average cost of contract and in-house costs. Since contract costs are generally lower, this change resulted in higher or lower Custodial charges for some departments in some buildings, depending on whether the service had previously been charged at contract or in-house cost.

## MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

Staffing expenses of \$7,991,530 fund 105 positions and make up approximately half of the Division's expenditures. Operating expenses of \$8,408,176 fund contracts for Grounds, Maintenance and Custodial services, materials for repairs and maintenance of county facilities and equipment, and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3,690,268 and departmental revenue of \$12,709,438 offset these costs by billing County departments and the Administrative Office of the Courts and local Court for services provided. Facilities Management does not receive discretionary general funding (net county cost).



## STAFFING CHANGES AND OPERATIONAL IMPACT

During 2011-12, FMD contracted out Grounds Services. Budgeted staffing reduced by a net of 14 positions from 117 to 103: 10 Grounds Caretakers I, 4 Grounds Caretaker II, and 1 Supervising Grounds Caretaker were deleted and 1 General Maintenance Worker position was added. For 2012-13, FMD proposes to add 1 General Maintenance Mechanic for Maintenance services and 1 Custodian I for Custodial services to address increased workload as a result of the addition of new space for a total of 105 positions. 1 Office Assistant II, which was partially funded out of the Facilities Management Division budget in 2011-12, will also be fully funded in 2012-13.

### 2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	8	0	0	8
Maintenance	54	0	54	50	3	1	54
Custodial	39	0	39	37	1	1	39
Grounds	4	0	4	3	1	0	4
Total	105	0	105	98	5	2	105

Custodial	Grounds	Maintenance
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Custodial Services Chief	1 Grounds Services Superintendent	1 Building Services Superintendent
4 Supervising Custodian	1 Supervising Grounds Caretaker	5 Maintenance Supervisor
1 Custodian II	1 Sprinkler System Worker	7 Air Conditioning Mechanic
32 Custodian I	1 General Maintenance Worker	8 Building Plant Operator
1 General Services Worker II	4 Total	1 Facilities Mgmt Project Scheduler
39 Total		5 Electrician
		3 Plumber
<b>Administrative and Fiscal</b>		17 General Maintenance Mechanic
<u>Classification</u>		1 Locksmith
1 Assistant Director		1 Facilities Management Dispatcher
2 Staff Analyst II		3 General Maintenance Worker
2 Fiscal Specialist		2 General Services Worker II
1 Office Assistant II		54 Total
1 Parts Specialist		
1 Secretary II		
8 Total		





## Utilities

### DESCRIPTION OF MAJOR SERVICES

The County's utilities budget unit funds the cost of electricity, natural and propane gas, water, sewerage refuse disposal and other related costs for County-owned and various leased facilities.

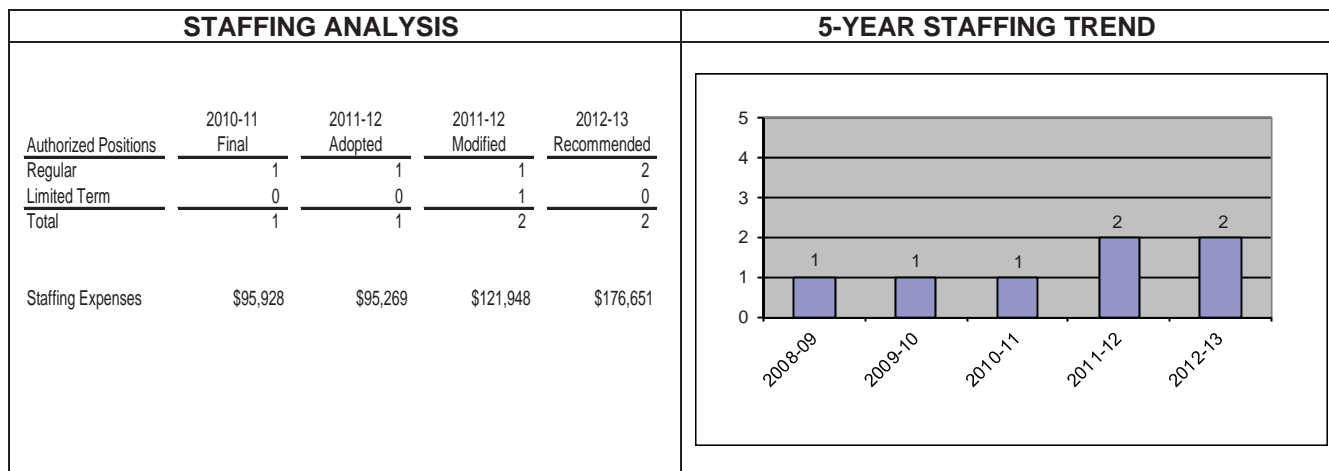
#### Budget at a Glance

Total Expenditure Authority	\$20,898,745
Total Sources	\$1,665,800
Net County Cost	\$19,232,945
Total Staff	2
Funded by Net County Cost	92%

### 2012-13 RECOMMENDED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2012-13 RECOMMENDED BUDGET**

GROUP: Operations and Community Services  
DEPARTMENT: Real Estate Services - Utilities  
FUND: General

BUDGET UNIT: AAA UTL  
FUNCTION: General  
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	84,201	90,381	95,928	115,424	121,948	176,651	54,703
Operating Expenses	18,044,219	16,839,356	17,379,188	18,799,740	19,618,462	20,617,785	999,323
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	18,128,420	16,929,737	17,475,116	18,915,164	19,740,410	20,794,436	1,054,026
Reimbursements	(463,386)	(1,233,697)	(953,696)	(1,300,804)	(1,300,804)	(1,280,508)	20,296
Total Appropriation	17,665,034	15,696,040	16,521,420	17,614,360	18,439,606	19,513,928	1,074,322
Operating Transfers Out	0	0	2,393,788	1,347,130	1,347,130	104,309	(1,242,821)
Total Requirements	17,665,034	15,696,040	18,915,208	18,961,490	19,786,736	19,618,237	(168,499)
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	12,000	2,622,147	1,668,834	1,668,834	134,079	(1,534,755)
Fee/Rate	177,010	148,717	234,775	238,349	243,259	251,213	7,954
Other Revenue	4,914	63,127	0	0	45,000	0	(45,000)
Total Revenue	181,924	223,844	2,856,922	1,907,183	1,957,093	385,292	(1,571,801)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	181,924	223,844	2,856,922	1,907,183	1,957,093	385,292	(1,571,801)
Net County Cost	17,483,110	15,472,196	16,058,286	17,054,307	17,829,643	19,232,945	1,403,302
Budgeted Staffing					2	2	0

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Major changes for the Utilities budget include an increase of \$1,403,302 in discretionary general funding (net county cost) primarily for anticipated increases in utility costs. In 2011-12, the County experienced mild winter and summer weather and utility costs were lower as a result. The increase in operating expenses of \$999,323 is primarily due to anticipated rate increases in electricity, water, disposal, gas, sewer and contracts costs for 2012-13. Staffing expenses of \$176,651 fund 2 budgeted positions and the increase of \$54,703 will fund a new Fiscal Assistant position to replace a deleted Public Service Employee position to support department operations.

Other changes in the utilities budget are primarily due to the nearing completion of the energy efficiency grant from the federal government. The decrease in operating transfers out of \$1,242,821 is due to the completion of three energy projects by Architecture and Engineering Department and Land Use Services Department: Solar Photo-voltaic System for the High Desert Government Center, Heating, Ventilation and Air-Conditioning (HVAC) retrofit project for the County Government Center, the Environment Impact Report for the County's Green House Gas Reduction Plan, and work completed for the other projects funded under the grant. Departmental revenue also decreased by \$1,571,801, and was primarily due to the completion of these projects.

**MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET**

Operating expenses of \$20,617,785 is the largest major expense in this budget and fund utility costs for County facilities. Departmental revenue of \$385,292 have considerably less significant impact on the operation of the department compared to operating expenses and represent utility costs passed on to customers and third parties that occupy County-owned space.

**STAFFING CHANGES AND OPERATIONAL IMPACT**

While there are no changes to the number of budgeted positions, 1 new Fiscal Assistant position is budgeted to replace 1 Public Service Employee position to provide continuous support to department operations.



## 2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Utilities	2	0	2	1	0	1	2
Total	2	0	2	1	0	1	2

Utilities	
Classification	
1	Staff Analyst II
1	Fiscal Assistant
2	Total

